

**OPEN SESSION MINUTES**  
**MISSOURI BOARD OF NURSING HOME ADMINISTRATORS**  
**July 30, 2014**

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The members of the Missouri Board of Nursing Home Administrators convened on July 30, 2014 at 9:10 a.m., in conference rooms 102-103, 3418 Knipp Drive, Jefferson City.

**Presiding:** Don Yost, President

**Members Present:** Mike Roth, Vice President  
Janice Unger, Secretary  
Mike Levitt  
Dr. Naveed Razzaque  
Ann Harris  
Alexis Roam  
Jeanne Serra, Division Director

**Staff Present:** Sally McKee, Board Coordinator  
Ross Brown, Asst. Attorney General

**Absent:** Phyllis Stayton

**Agenda**

A motion was made by Dr. Razzaque and seconded by Mike Roth to approve the agenda. Motion carried unanimously.

**May 2014 Meeting Minutes**

A motion was made by Janice Unger and seconded by Mike Roth to accept the May 28, 2014, meeting minutes. Motion carried unanimously.

**Meeting Dates**

The next Board meeting is confirmed for Wednesday, October 1, 2014 at 9:00 a.m. with the DRC meeting on September 30, 2014 at 5:00 p.m.

The next scheduled Board meeting after October is tentatively scheduled for December 3, 2014 at 9:00 a.m. with the DRC meeting on December 2, 2014 at 5:00 p.m.

**Closed Session**

A motion was made by Dr. Razzaque and seconded by Janice Unger to go into closed session at 9:15 a.m., and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed, under Section 610.021 Subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney. Motion carried unanimously after a roll call vote.

**Open Session**

A motion was made by Janice Unger and seconded by Alexis Roam to return to open session at 12:40 p.m. Motion carried unanimously after a roll call vote.

### **Applications for NHA Licensure**

After review of the NHA applications for licensure, Dr. Razzaque made the motion and seconded by Alexis Roam to accept the following applicants qualified to examine. Motion carried with six (6) "Yes" votes, Janice Unger, Mike Levitt, Ann Harris, Alexis Roam, Jeanne Serra, and Dr. Razzaque; and one abstention vote, Mike Roth.

John R. Abercrombie	Joshua Bennett	Michael A. Bosley
Teresa A. Bowlin	Jessica L. Campbell	Regina A. Carpenter
Tammy K. Dieterich	Alexandria L. Edris	Amy R. Fyfe
Paula S. Gronniger	Trina Gunter	Jeffrey M. Harkins
Alyssa Schaffer Ingle	Jamie Elizabeth Jackson	John L. Lee
David Mammen, Jr.	Teresa M. Millsap	Terri Lynn Milsop
Bruce C. Moreau	Tina R. Morton	Kristi Nitsch
Kristie L. Nunn	Patrick L. Omwoha	Sarah J. Owen
Lisa M. Reynolds	Jennifer L. Roach	Kathleen A. Rogers
April L. Shaeffer	Victoria M. Shaw	Annie E. Spidle
John M. Turongian	Mary Wilson (Sr. Paul Wilson)	Stacey L. Winter

Dr. Razzaque made the motion and seconded by Mike Roth to accept the following NHA applicants as not qualified to examine. Motion carried unanimously.

Belinda D. Brown	Sandra D. Campbell	Barry E. Conner
Karen L. Corbin	Jameka A. Garrett	Keli D. Haymes
Kyle J. Jones	Taiisha Sabrina Kinyanjui	Jessica M. Larry
Marilyn A. McCormick	Brent D. Miller	Desiree A. Mudd
Melissa A. Peters	Edward A. Young	

Kent Hanshew is an applicant for nursing home administrator licensure. The Board reviewed and discussed his peace officer license that is currently on probation for five years (09/20/13 – 09/20/18) for improper conduct. The cause for discipline of Hanshew's peace officer license exists under section 590.080.1(3), RSMo, based on the elements of active duty, plus moral turpitude. After review and discussion, a motion made by Alexis Roam and seconded by Dr. Razzaque to deny his application for licensure pursuant to section 344.050.1.2.(2), RSMo, and 19 CSR 73-2.020(2)(D). Motion carried unanimously.

### **Applications for RCAL Licensure**

After review of the RCAL applications for licensure, Dr. Razzaque made the motion and Alexis Roam seconded to accept the following applicants qualified to examine. Motion carried unanimously.

Linda S. Carr	Kimberly S. Florea	Keith W. Gibson
Fue Hang	Raymond M. Leisure	Christina Rosa-Pierce
Julie F. Vasquez	Jason W. Wilkinson	Trusten C. Wilkinson

Mike Roth made the motion and seconded by Mike Levitt to accept the following RCAL applicant as not qualified to examine. Motion carried unanimously.

Debarah E. Ducote	Jeana L. Klenc	Todd A. Nault
Amy J. Orscheln	Kimberly Woodworth	

### **Closed Session**

A motion was made by Dr. Razzaque and seconded by Mike Roth to go into closed session at 1:00 p.m., and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed, under Section 610.021 Subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney. Motion carried unanimously after a roll call vote.

### **Open Session**

A motion was made by Dr. Razzaque and seconded by Alexis Roam to return to open session at 1:40 p.m. Motion carried unanimously after a roll call vote.

### **Application Reevaluation**

Dee Schlueter – Ms. Schlueter was found not qualified to take the NHA exams on May 28, 2014. She submitted a written request for the Board to find her qualified based on her application along with the additional information she provided for this meeting. After review and discussion, Dr. Razzaque made the motion and Alexis Roam seconded to find her qualified to examine. Motion carried unanimously.

### **Closed Session**

A motion was made by Dr. Razzaque and seconded by Ann Harris to go into closed session at 2:05 p.m., and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed, under Section 610.021 Subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney. Motion carried unanimously after a roll call vote.

### **Open Session**

A motion was made by Dr. Razzaque and seconded by Janice Unger to return to open session at 3:00 p.m. Motion carried unanimously after a roll call vote.

### **Board Office Report**

Sally McKee presented the Board office report.

New Applicants	FY 2014			FY 2015		
	Sept – 46 (3 RCAL, 43 NHA) Dec – 64 (11 RCAL, 53 NHA) Jan – 29 (5 RCAL, 24 NHA) Mar – 28 (5 RCAL, 23 NHA) May – 53 (10 RCAL, 43 NHA)			July - 62 (14 RCAL, 48 NHA)		
	June 2013	Sept 2013	Dec 2013	Mar 2014	May 2014	July 2014
Continuing Ed Pgms*	36	45	39	45	51	43
Licensed Administrators	1679	1613	1639	1663	1684	1688
New Licenses	15	22	25	23	29	13
Inactive Licensees	37	39	39	39	39	38
TEls Issued	5	7	9	17	9	12

Letters of Inquiries to Licensees	8	12	9	6	8	--
Board Interviews	4	1	2	4	4	4
Public Complaints Received	1	3	1	1	2	--
Board Hearing	0	0	0	0	0	0
AHC Hearing	0	0	0	0	1	0
Letters of Concern Issued	9	7	14	8	9	--
Referral to AGO for Action	0	1	2	1	1	--
Disciplinary Action Issued	2	1	0	2	0	0

\*Continuing Education Programs – this includes single offering programs and programs submitted by Training Agencies.

Rules – the five Board-approved rules are still under review with the Governor's Office. Once completed, the rules will be filed with the Secretary of State's office.

2014 Renewals – the Board office mailed 828 reminder letters April 1, 2014

- 170 licenses due 6/30/14 are lapsed and have until 6/30/15 to renew before the license expires.
- 82 licenses expired 6/30/14. They were lapsed 6/30/13 and had until 6/30/14 to renew before the license expired.

Average number of applications presented per board meeting:

FY 2012 – 37      FY 2013 – 41      FY 2014 - 44

Total applications reviewed by the Board:

FY 2012 – 186      FY 2013 – 221      FY 2014 – 286

New licenses issued:

FY 2012 – 96      FY 2013 – 92      FY 2014 - 100

NAB Annual Meeting: Sally McKee attended the NAB Annual meeting June 4 – 6, 2014, in Louisville, Kentucky. The following are highlights from the meeting:

- New officers were elected for 2014-2016 – Keith Knapp, Chair; Del Zook, Chair-Elect, Mary Ellen Wilkinson, Secretary; and Lisa Hahn, Treasurer. New chairs and facilitators will be selected for the next two years and be part of the NAB Executive and Leadership Committee.
  - Two-year Strategic Plan to focus on results from the professional practice analysis task force, administrator-in-training and preceptor challenges, board/agency support, etc.
- Launch of the NAB Community website for states and NAB committees to share and ask questions; share member-only information, etc.
- Working on developing marketing strategies to present the professional practice analysis to states and develop a model practice act.
- Larry Minnix, Leading Age President and CEO was the guest speaker
  - Collaboration needed between national and state groups
  - Focus on supporting the development of effective leaders along the continuum of care
  - Focus on future of aging and the continuum of care

- 34 states were represented at this meeting, which is the strongest of state board representation in years.
- 2013 NAB Annual Report available at [www.nabweb.org](http://www.nabweb.org) – provides an excellent overview of the 2013 highlights and what NAB is doing.

### **Rules Committee Report**

Mike Roth presented the Rules Committee report. The Rules Committee along with Ross Brown met July 17, 2014. They reviewed the following rules: 19 CSR 73-2.020, 2.080, and 2.095.

#### **19 CSR 73-2.020 Procedures and Requirements for Licensure for Nursing Home Administrators**

- Rule change would apply to new applicants, not current licensed nursing home administrators.
- Recommend removing high school/GED as the minimum education requirement
- Recommend an Associate degree and higher along with a long term care practicum/internship as the minimum education and experience requirement
  - Degree programs – Nursing, Gerontology, Social Work, Health Care Administration, Business, Human Services, Psychology, and other related degree programs
    - Long term care practicum internship hours:
      - a average minimum of practicum or internship hours is 400 hours for the bachelor and master degrees, and
      - the average minimum is 800 hours for the associate degree
- The committee is researching to establish a time period to phase in the education and experience requirements.
- Moral turpitude – Ross provided clarification of moral turpitude
- Recommend reversing the current order of the options (A) and (B) within section (4) of the rule

The committee recommended that a position statement to be prepared for our stakeholders and state long term care associations. A meeting will be scheduled with the stakeholders and associations to present the draft rules and obtain their input.

After Board review and discussion, it was recommended to research practical experience an applicant may have in lieu of long term care practicum or internship.

#### **19 CSR 73-2.080 Temporary Emergency Licenses**

- Recommend changing the following language for sections (4) and (5):
  - (4) A temporary emergency license may be issued only to a person –
    - (A) Meets the minimum requirements for licensure as a nursing home administrator or residential care/assisted living administrator, as outlined in 19 CSR 73-2.020 or 19 CSR 73-2.022;
    - (B) Who had been preceded in the position by a fully-licensed administrator; and
    - (C) Who previously has not been denied an administrator's license or has not had an administrator's license suspended or revoked.
  - (5) Request for an extension of a temporary emergency license shall be submitted to the board office no later than 14 days in advance of the temporary emergency license date of expiration...

#### 19 CSR 73-2.095 Standards of Professional Conduct

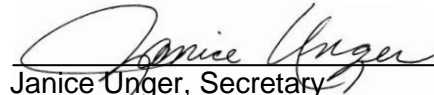
- The committee recommends incorporating or referencing the American College of Health Care Administrator's "ACHCA Code of Ethics" as part of this rule.
- Recommended changes to section (H) –
  - (H) ~~Devote reasonable time and attention to~~ Ensure the management of the health, safety and welfare of the residents of the facility.
- Information will be researched and gathered to clarify the language in section (2)

#### **New Business/Wrap-up**

A Rules Committee meeting conference call will be scheduled soon in preparation of scheduling a meeting with the long term care associations and academia stakeholders.

#### **Adjournment**

A motion was made by Mike Roth and seconded by Jeanne Serra to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 4:25 p.m.

  
Janice Unger, Secretary  
Board of Nursing Home Administrators